



**INTERNATIONAL  
SCHOOL of TIANJIN**

Working Learning Acting TOGETHER

## EMERGENCY TELEPHONE TREE INSTRUCTIONS

1. In the event of an emergency, the Director, Mr. Moody, will telephone the first person on each of the parents' emergency telephone trees. (Parents are reminded to keep their copy of the emergency tree next to their telephone, or save the relevant contact on their mobile).
2. Each person on the emergency telephone tree must immediately telephone the next parents on the tree with the emergency message communicated by the director. Please restrict your conversation to this message alone because time is important!
3. If there is no reply from the parent you telephone, please by-pass that person and telephone the next parents on the tree. It is most important to do this, in order to ensure that the message reaches all parents. After a few minutes, try the person again and say that you have already passed on the message. If you cannot contact the person after several attempts, try again 10-15 minutes later. If you still cannot contact them, please simply inform the person at the top of your tree that your repeated attempts were unsuccessful.
4. Parents on the bottom line of the tree need to call the parent at the top of the tree to confirm the message has been passed on smoothly.
5. In the event the head of the tree is absent, the back-up person will be called. If the person at the bottom calls the head and there is no answer, they should call the back-up.
6. The head of the tree should call the Administrative Offices Manager, Ms. Christina Song at: 2859-2001 to inform her about the completion of the tree or any problems/errors on their tree.

**NOTE: Please inform the school office of any changes to your contact details. Emergency Telephone Tree Instructions are available on the school website.**

